

THE ARMY WRITING PROGRAM

PRACTICAL EXERCISE #18

Putting It All Together

Prepare a memorandum for the Commandant on the importance of USASMA in the Noncommissioned Officer Education System (NCOES) for senior noncommissioned officers. The content of the memorandum must contain a minimum of 200 words. **THIS IS AN INDIVIDUAL WRITING ASSIGNMENT.** Keep all of your work and bring it to inprocessing with you. The results of this PE does not count on your AER.

Follow these steps in the writing process:

- a. MINDMAP THE REQUIREMENT. Get all of your ideas down quickly.
- b. GROUP IDEAS, ORGANIZE, AND SELECT HEADINGS. Organize your information. What headings will you use in your paper.
- c. DRAFT YOUR PAPER. Get the “bottom line” up front. Get all of your ideas on paper. Do not worry about passive voice, spelling, and grammar at this point. Make sure, however, that you are producing a useful and understandable document.
- d. CONDUCT A QUICK-SCREEN EDIT. Eliminate passive voice, misspellings, and grammar errors.
- e. CONDUCT A CLARITY INDEX. Did you use long (three syllable) words when simpler words would do the job? Are some of your sentences too long?
- f. WRITE OR TYPE THE FINAL PAPER. NOTE: TURN IN A SEPARATE PAPER FOR EACH STEP IN THE ABOVE PROCESS.

Grading

You must achieve a 70 to receive a ‘go’ for this practical exercise. Student Handout, pages SH-1-1 through SH-1-2, contains a detailed explanation of the grading standards.

Ask yourself these questions: Is my writing clear? Is it concise? Is it free of errors in grammar and mechanics? Can the reader understand it in a single rapid reading? Have I included the necessary information? Is it persuasive?

NOTE: Students who fail to achieve a minimum score of 70, should review Nonresident Course lesson C501-C, Army Writing Program (Style), Feb 92 edition.